

CRS 2007 Hands-on WebEx Training

Description: Prior to the class, users will receive written instructions for running the National GPRA Report, a National GPRA Report met and not met patient list, and the Comprehensive National GPRA Patient List. They will use those instructions to run these reports on their own computers. They will be able to share their desktop if they experience problems running the reports.

NOTE: Users must have access to and know how to login to their facility's database and have the BGPZ MENU and BGPZ PATIENT LISTS security keys. A high-speed internet connection is recommended for this class.

Agenda:

- How to Run the National GPRA Report
- How to Run the National GPRA Patient List
- How to Run the Comprehensive National GPRA Patient List

Date/Time Offered: Tuesday, April 24th, 10:00 – 12:00 Mountain DST (please check the time for your time zone)

NOTE: Additional classes may be offered if this first class goes well.

Instructions for Registering

1. Go to this web site URL:
<https://ihs-training.webex.com/>
2. At the Search For box, type “CRS Hands-on” and click the Go button. **NOTE: If you do not see the Search For box, ensure the Training Center tab is selected at the top of the WebEx window, immediately under “webex.”**
3. Find the listed session and click the corresponding Registration button in the Status column.
4. Type “gp1a1” for the registration password.
5. Click the OK button.
6. Complete the registration form.
7. Click the Register button.
8. A Registration confirmation is displayed that contains all of the information for the training session, including the link for the session and the password to enter when you are ready to attend the session. Click the OK button to finish. An e-mail will also be sent to you containing this information.

Instructions for Setting Up Training Manager (installing the WebEx Software)

You must have the WebEx software installed on your computer prior to attending the WebEx session. **You should setup the software at least a day before the training session.** You should not need anyone such as the Site Manager to install it for you. Below are the instructions.

1. Click this link:
<https://ihs-training.webex.com/>
2. On the left side of the window, click Set Up.
3. Immediately under Set Up you will see two options: Training Manager, Preferences.
4. Click Training Manager.
5. A message is displaying giving you information about the setup process. Click the Set Up button.
6. After the software is installed, click the OK button.

Attending the Session

Attending a WebEx requires two steps. The first is to connect to the WebEx, which provides the visual part of the training. The second is to connect to the conference line for the audio part of the training. No more than 15 minutes before the session starts, connect to the WebEx session using the information contained in your registration confirmation e-mail and then connect to the conference line. The dial information for the conference line is shown below and is also included in your registration confirmation message.

Phone Number: (877) 781-4791

Passcode: 135963#